

Extended Field Trip Request & Forms

(In excess of 150 Miles, Overnight, Out-of-State or use by Common Carrier)

This form must be completed and sent to the Superintendent in time to be placed on the agenda of the Powell County Board of Education prior to the planned trip date. Safety and liability issues, as well as the availability of substitute teachers (where applicable) are all areas of Board responsibility.

ALL ITEMS MUST BE COMPLETED FOR TRIP TO BE CONSIDERED.

SCHOOL PCHS

ORGANIZATION OR GROUP Science & Ecology Club

DATE(S) OF TRIP (Including Travel) 4-5-25 thru 4-11-25

SPONSOR'S NAME Steve Colwell

MALE CHAPERONES 3 FEMALE CHAPERONES 2

LOCATION(S): Orlando Tampa Florida

CITY/STATE: Disney World, Sea World, Aquatica, Busch Gardens

Estimated # OF STUDENTS ELIGIBLE FOR TRIP	Male <u>10</u> Female <u>20</u>
Estimated # OF STUDENTS PARTICIPATING	Male <u>8</u> Female <u>26</u>
# OF SCHOOL DAYS INVOLVED	

For out of state trips, please check here if medical assistance from a licensed medical professional is required for any students on trip. School nurse **MUST** be notified of trip.

Will be taken school nurse, doctor trips

TRANSPORTATION PROVISIONS:

Powell County Public School bus

Commercial Travel; Insurance Coverage Provided by Travel Firm: Jefferson Tours & Cruises

Why is a Commercial Carrier being used in lieu of a Powell County School Bus? Cost, distance & need for luggage storage & Air Conditioning, driver availability

Private Travel (Review 09.36 AP.2: Restrictions, parent notification, driver notification.)

➤ Parent Transport – WAIVER REQUESTS ATTACHED (Note: District Transportation Must Be Offered)

Rental Vehicle – Type of vehicle _____, Rental Company _____

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COST OF TRIP

Estimated Total Cost of Trip

\$ *See Attached*
Spreadsheet

Meals/Lodging/Transportation _____

Name of Facility and City for Lodging

Additional Expenses (Specify) _____

****TOTAL COST**

How Expenses of Trip Are to Be Paid

\$
\$
\$
We will be
fundraising for bus
& additional expenses.
Student cost based
on Hotel, Park tickets,
Meals

School or District Amount From _____ Source

Association or Parent Group (Specify) _____

Student's Share (Individual Amount \$ _____)

Provisions must be made for students who are unable to pay their share for any trip made during the instructional day.

Terms of the student fee waiver policy apply to all trips that are scheduled within the instructional day.

****TOTAL PAYMENT MUST MATCH TOTAL COST ABOVE****

PLEASE CHECK TO INDICATE THE FOLLOWING ITEMS HAVE BEEN ADDRESSED:

- Field Trip Policy & Procedures & Forms Have Been Reviewed Yes No
- List of Students Participating Attached Yes No
- Cost of Trip Completed Yes No
- Complete Itinerary of the Trip Attached Yes No
- Educational Plan for the Trip Attached (if instructional in nature) Yes No

PRIOR to trip, sponsor will ensure completion

- ⓐ All Chaperones are on the Approved Volunteer List & Approved by Principal Yes No
- ⓑ List of Chaperones completed (Mark whether teacher, parent, etc.) Yes No
- ⓒ Field Trip Policy & Procedures have been reviewed by all chaperones on trip Yes No

Per Kentucky regulations, all trip forms/signatures shall be retained at school for five (5) years.

I accept the responsibility of seeing that the above event is represented accurately and shall be carried out in accordance with Board Policies, Administrative Procedures, and any applicable school council policies.

[Signature]

Signature: Trip Sponsor

10-14-24

Date

[Signature]

Signature: Principal Approval

10/14/24

Date

**Science & Ecology Club
Explorations Trip
April 5th through 11, 2025
Tentative Timeline and Activities**

Sat. April 5 5:00 am Depart High School and drive to Orlando, Florida.
Check into hotel, dinner, and pool time

Sun. April 6 Visit Disney's Magic Kingdom. Yes Program, Fireworks 2 meal tickets included.

Mon. April 7 Visit Disney's Hollywood Studios. Fireworks, 2 meal tickets included.

Tues. April 8 Visit Aquatica Water Park,(Buffet), Hotel, Medieval Times Dinner Show

Wed. April 9 Visit Busch Gardens in Tampa. Lunch included. Evening picnic at Fort Desoto State Park

Thurs. April 10 Visit Sea World (All Day Meal Plan), Prepack inspection before Pool time

Fri. Apr 11 6am Check-out and head to PCHS 7am Stop for lunch and dinner

Cost per student is \$950. This cost is for the lodging, park tickets, and most meals. Meals that students will be responsible for are meals on the drive down (fast food restaurants) and any meals on the return drive. Participation in fundraising activities is still required to maintain membership in the club and to be eligible for the trip. Students are also expected to have good attendance and behavior in school. If there are excess absences or discipline referrals, you may not be able to go on the trip (see student handbook). If you become ineligible to go on the trip for attendance or disciplinary reasons, your deposit and payments will only be refunded if your spot can be sold to another student.

Due to deposits and timeline requirements, the following payment plan must be followed:

Date	Amount Due	Total paid
Oct. 1	\$200.00	\$200.00
Nov. 1	\$150.00	\$350.00
Dec. 1	\$150.00	\$500.00
Jan. 2	\$150.00	\$650.00
Feb. 1	\$150.00	\$800.00
Mar. 1	\$150.00	\$950.00

*** We are required to submit deposits and payments to hotels, bus companies, and attractions. These deposits and payments are non-refundable. In the event a student is no longer able to go, all efforts will be made to sell their spot to another student so that a refund can be given but there is no guarantee for this.**

Please return this form with your first scheduled payment by October 1 or earlier. Number of openings may be limited. Price on the trip includes overnight accommodations at a rate of 4 students per room. It is recommended that students sign up for rooms in groups of 4 otherwise students may not get to select all of their roommates. Please sign below to indicate you understand the payment requirements for the SEC Trip.

Student _____

Parent _____

Scholars

Last Name	First Name	Grade
Barber	Dottie	10
Barber	Suzie	12
Baker	Tucker	10
Banks	Paige	11
Banks	Hannah	11
Billings	Ellie	11
Boyd	Lillie	11
Branham	Gracie	12
Fletcher	Christian	11
Flinchum	MaKenzie	11
Forrester	Callie	11
Fugate	Canyon	11
Hale	McKinnley	11
Johnson	MaKayla	12
Jones	Taryn	11
Kincaid	Madison	11
Knox	Hana	11
McIntosh	Brilie	12
Neal	Haley	11
Nobles	Kennedy	10
Nobles	Madelaine	12
Pelfrey	Gracie	11
Reed	Emily	12
Rice	Emma	12
Robinson	Zoey	11
Rogers	Jayla	10
Rogers	Brandy	11
Romans	Trinity	12

Rose	Chloe	11
Shank	Alayna	12
Slone	Brooklyn	11
Strange	Zaley	12
Wilson	Allen	12
Shelton	Reagan	12
Howell	Kelsey	12
Thorpe	Caleb	8

Chaperones

Colwell	Steve	teacher/sponsor
Colwell	Shannon	volunteer/spouse
Clapp	James	teacher/sponsor
Estep	Michael	teacher/sponsor
Estep	Dana	volunteer/spouse
Thorpe	Jasmine	nurse

Acceptance

Jefferson Tours and Charters

Client ID Client Company Client Ref 1 Client Ref 2	PowCounty James Clapp Powell County Schools	Charter ID Movement ID Status Passengers Distance	3692 5591 Firm 45 1850
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First Pick-up Pick-up Date Single Journey Vehicle To Stay	Powell County High School Sat 4/5/2025 Time 05:00 No Yes	Destination Arrival Date Leave Date Back Date	Orlando, FL Sat 4/5/2025 Time 19:45 Sat 4/12/2025 Time 05:00 Sat 4/12/2025 Time 19:40
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First Pick-up Instructions	Destination Instructions
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Stanton, KY

Seats	Vehicle Description	Vehicle No	Price	Tax %	Tax	Total
56	Luxury Motorcoach	1	\$12,980.00	0	\$0.00	\$12,980.00

Quantity	Description	Unit Price	Price	Tax %	Tax	Total
1	Motorcoach Relief Driver	\$1,200.00	\$1,200.00	0	\$0.00	\$1,200.00
Movement Totals			\$14,180.00		\$0.00	\$14,180.00

Driver Description	Vehicle No	Driver Description	Vehicle No
Driver	1		

Route	Further Requirements
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Sat 4-5-25 5:00am Depart PCHS700 West College Ave Stanton, Kentucky and travel to Orlando, Florida. Rosen Plaza Hotel 9700 International Drive Orlando, Florida.

Sun 4-6-25 9:00am till after fireworks Hollywood Studios 9:00 Back to Hotel

Mon 4-7-25 7:00am till after fireworks Magic Kingdom Return to Hotel

Tues 4-8-25 5:00am Depart to Aquatica Waterpark, Orlando 5:00 Back to Hotel

Wed 4-9-25 5:00pm Depart to Bush Gardens, Tampa, FL 5:00pm depart Busch gardens to DeSoto State Park 8:00 Depart back to Hotel in Orlando

Thurs 4-10-25 9:00am Check out of hotel and go to SeaWorld 7:00pm Depart SeaWorld and head for home Friday 4-11-25 9:00 am Approximate arrival time at PCHS --

Note Luxury Motorcoach facilities include Kneel Bus, Luggage Capacity, Public Address System, Reclining Seats, Seat Belts and WIFI

I have checked all the details above and agree that they are correct. I confirm that I would like to make a firm booking and I accept the above price and the payment terms detailed in the attached letter.

Acceptance

Jefferson Tours and Charters

Client ID	PowCounty
Client	James Clapp
Company	Powell County Schools
Client Ref 1	
Client Ref 2	

Charter ID	3692
Movement ID	5591
Status	Firm
Passengers	45
Distance	1850

Signature		Print Name		Date	
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Extended Field Trip Request & Forms

ADULT SPONSOR/CHAPERONE ACKNOWLEDGEMENT FORM

**POWELL COUNTY SCHOOL DISTRICT
EXTENDED/OVERNIGHT FIELD TRIPS**

DATE: 10-14-24

TRIP: Science & Ecology Exploratory Trip - Florida

SCHOOL and GROUP: Science & Ecology Club

SUPERVISING STAFF MEMBER: Sten Colwell

I, Sten Colwell, hereby provide that I will be sponsoring/chaperoning a Powell County School trip. I understand that all Powell County Board of Education Policies and Procedures will be applicable on this trip and my strict adherence is necessary as I will be held responsible for violation of any and all policies and procedures regulating by sponsorship, chaperoning and/or conduct. I acknowledge that I am aware of all Powell County field trip policies and procedures for chaperone expectations related to student trips.

Further, it is my understanding the Powell County School District code of conduct shall always be applicable on school trips, and I will uphold the code of conduct as I would be expected to do on school property.

I acknowledge that no verbal waiver will release me from my obligations to abide and adhere to both the Powell County Board of Education Policies and Procedures or the Powell County School District code of conduct and that I may be held responsible for violations of either directive as if such occurred on school property.

Check All That Apply

25 or Older on Date of Trip Powell Schools Employee Parent/Legal Guardian of Student
 On the Current Powell Co. Volunteer Approved List

Understand school/health information related to students is confidential.

Chaperone Name (Print)

Chaperone (Signature)

Keep all applicable forms and signatures related to trip on file at school for five (5) years.

RELATED PROCEDURES:

09.36 AP.211, 09.36 AP.212, 09.36 AP.23

Review/Revised:11/21/2023